



## **JOB ANNOUNCEMENT**

**POSITION:** Administrative Support Specialist II

**LOCATION:** Facilities Department  
1000 North First Street, Suite 14  
Albemarle North Carolina 28001

**SALARY:** \$26,712

**HOURS:** 37.5 hours per week

**SPECIFICATION:** Work generally requires that employees independently handle certain activities such as budget preparation, composing fiscal reports, or other special office assignments. Maintaining office or departmental records and files; initiating appropriate follow-up or further action based on the status of office activity. General knowledge of spreadsheets, word processing, email, internet and other common computer software applications.

**DESIRABLE EDUCATION AND EXPERIENCE:** Any combination of education and experience equivalent to a high school diploma and some experience in dealing with the general public sufficient to meet the necessary knowledge, skills, and abilities.

**RECRUITMENT PERIOD:** April 8, 2016 through 5:00 p.m. April 22, 2016.

**APPLICATION PROCESS:** Stanly County employees who are interested in applying for this position may submit an updated resume and application to the Human Resources Office. All other applicants must apply at the Stanly County Workforce Center, 2215 US Hwy 52 North, Albemarle, NC 28001. (704) 982-2183 All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment

*Stanly County is an Equal Opportunity Employer*

P| 704.986.3605

F| 704.986.3841

[www.stanlycountync.gov](http://www.stanlycountync.gov)

Human Resources

1000 N. First Street, Suite 10A, Albemarle, NC 28001